

7 HACKS FOR A



LUCRATIVE HOME OFFICE

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Congratulations!

For taking control and creating a great home office!

7 HACKS FOR A PRODUCTIVE HOME OFFICE

In this guide You will discover

- 7 elements that are important for a productive home office
- Easy fixes to enhance the character of your office
- Helping you envision the many possibilities that can be used to enhance your workspace and home

Have you ever had trouble finding a distraction-free space in which to work?

Statistics show we get distracted every 3-2/2 minutes seconds and then it takes us about 20 minutes to catch up to where we were before our train of thought was lost!

When you think about it, that means we don't get very much work done in a day.

Not encouraging!

When you're working from home, the distractions can be even worse, especially if you're still adjusting to a new lifestyle of living, working, and playing at home.

If you've been lucky enough to have an extra bedroom to claim as your home office, good for you.

If you don't have an extra room, you may have created an ad-hoc space that isn't working so well. Your productivity may be lagging and you may find yourself frustrated and stressed.

In this guide, my intent is to help you have a more productive space and a household that functions well for the many activities you're now doing at home.

As an architect and interior designer, I can help you see the possibilities for your office space and your home. You may need help finding the right place in your home where you can be inspired and work productively. To create that space, you may need to modify other parts of your home to create an easy flow.



It's like putting a puzzle together, arranging all the pieces to make the perfect picture.

Many of the changes I recommend to my clients enhance the ambiance and appeal of a home, and they're simple and economical fixes.

I've successfully used each one of these concepts in my clients' projects—concepts that range from very simple to more complex, but can be applied to homes of any price-level and size to bring about an astounding transformation

Here is what follows:

In the coming pages, you'll discover the 7 Hacks to inspire you to create a productive home office

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#1 A Feel Good Space

To inspire and motivate

Think about the kind of space that makes you feel good. Maybe you have a large room that makes you feel expansive and invigorated, or a smaller space that makes you feel warm and cozy.

Whatever your space, do what inspires you and makes you feel good.

In the following pages a variety of ideas are presented to incorporate into your home office space so you can be productive, work with ease and joy.



Here are a few things to try:

- Change the color of one or more walls, add a wall covering or wall texture to give it a little interest.
- Have a space designated for work—not home—activities. If you have a space like designated craft room, that can work, too.
- Combine use of space so it can be multifunctional. Place your gym equipment in your office space.
- Is there an awkward nook or halfway area that can be used as a office space

- If you carved out a space in your bedroom or another room, use a screen to separate your work and living spaces. This will keep your work area out of sight, out of mind, when you're not working. It will also allow you to subliminally disconnect from work so you can recharge.
- Add plants for better air quality and emotional inspiration. You may even consider installing a unit that cleanses the air such as these products on the Renewed Living Website
Browse here: <https://bit.ly/3AT9EKE>



#2 A Quiet Space

For maximum productivity

If you're doing Zoom calls, the sound quality of your space will be important to keep out distractions and whatever embarrassing noises might be going on behind you.

To fix noise problems and improve ambient sound, add carpeting or draperies. Those features add sound-proofing to eliminate echoes and give you the quiet you need to stay focused and on task.

These are ideas for diminishing unwanted sound transmission into your work space:

- Put furniture, like a couch or book shelf, against the wall to lessen sound transmission.
- Install a rubber door sweep to seal the gap beneath your door.
- Create an upholstered wall to absorb sound coming from an adjacent room
- If two of you are working in the same space soundproof dividers can help from hearing the other conversation



Another element in your office to be aware of is the background your clients and colleagues see when you are on Zoom. An interesting and orderly book shelf, as shown in this image, can give your viewer a sense of your professionalism and leave a good impression.

#3 Light Quality

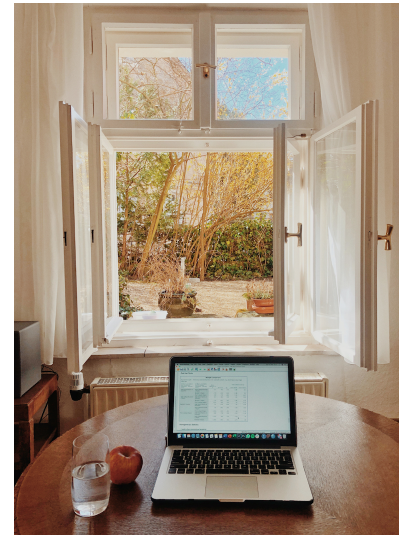
For good working conditions

When it comes to light, you have two choices: Daylight or electrical light.

It's optimal if you can use a space with natural light, as there have been studies that show how a connection with the outdoors can improve your sense of well-being and productivity.

If you don't have natural light, add a painting or photo of the outdoors to your wall to give you that sense of connection with the outdoors.

Another alternative if you don't have a space with natural light is task lighting. Task lighting focuses light on your work area. It also helps on cloudy days and when you're working early morning hours or after dark. Desk lamps or wall mounted lamps can be used for task lighting. Even decorative fixtures can offer task lighting and style to your workspace.



Desk lamps or wall mounted lamps can be used for task lighting. Even decorative fixtures can offer task lighting and style to your workspace.

Most tasks require plenty of high contrasting, cool light, which is best achieved through LED or CFL (full spectrum) light sources. Incandescent and halogen produce a warmer, lower contrasting light, which is great for skin tones, but not so good for most task applications.

Consider adding ambient light sources, too. Ambient light brightens other areas in the room to help with eye strain and give you more light all around. Adding wall sconces, ceiling recessed downlight, chandeliers and lamps can produce ambient light.

Don't forget about lighting up your face when you're on virtual calls, too. You can use clip lights, ring lights, and even full-out umbrella lights like photographers and video folks use. Here are a few resources for simple lighting solutions. <https://www.lightsearch.com/resources/lightguides/design.html>



Whatever kind of lighting you create, avoid shadows and glare your work surface to avoid eye strain.

Good light quality will keep your spirits up no matter what's going on outside.

#4 The Right Furniture

For comfort and increase energy to be productive

We are all zoomed out and experiencing, as I have heard it termed, zoom butt.

When your butt goes into zoom-butt mode, simply stand up.

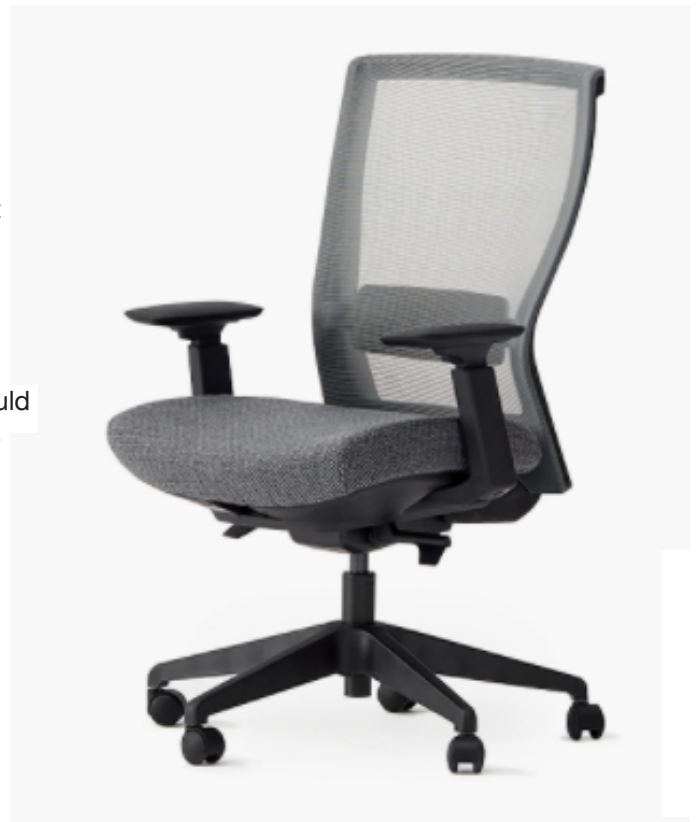
To prevent zoom butt, choose an ergonomically designed chair to support your body.

Your chair is probably the most important piece of furniture in your office.

Having the proper chair and desk will keep you comfortable though your working hours.

An ergonomic means a chair that promotes productivity. These following are specifications for the best ergonomics

- The chair seat should be 16 - 21 inches high and preferably adjustable. When you're sitting, your feet should be comfortably on the floor.
- The upholstery should be a breathable mesh
- Select a chair with five wheels for better stability
- When your back is touching the backrest, there should be two to four inches gap between the front edge of the seat and the back of your knees.
- If there are armrests your shoulders should remain relaxed when using them
- All-Steel construction is the most durable



Here's is a resource to view a variety of chairs: <https://www.republiclab.com/ergonomic-office-chairs-guide/>

#4 The Right Furniture

For comfort and energy to be productive

- You can create another desktop area that is a 36- to 42-inch counter height. There are also adjustable desks that rise up to a higher position and back down to regular desk-top height.
- I've learned from Feng Shui that facing your desk towards the door leading into your office can also increase your productivity. In an office situation, facing the door is known as the **power position**.
- Keep file cabinets you use regularly nearby.
- Keep office equipment, such as printers and copiers off your desk and located in a central area.



Furniture can also be an expression of your style whether it's sleek and modern, ornate, traditional or transitional.

#5 Uncluttered Space

To maintain focus and productivity

When your paperwork isn't in order, you'll spend an average of between 1 and 10 minutes messing with it, which can add up to 3 hours a day, or 6.5 months of your life. That's equivalent to almost 5,000 hours! If you attach dollars to that time, you're losing a lot of money.

Keeping your space in order helps you stay focused. Having stacks of papers lying around can drain your energy. It can unconsciously stimulate worry about what you haven't done or what you have to do.

- To keep papers from accumulating, establish a set time of day, or the same time a few days a week, to organize and purge
- Have the proper amount of storage to store your supplies. Wall cabinets can conceal the supplies and create an interesting design element for the space.



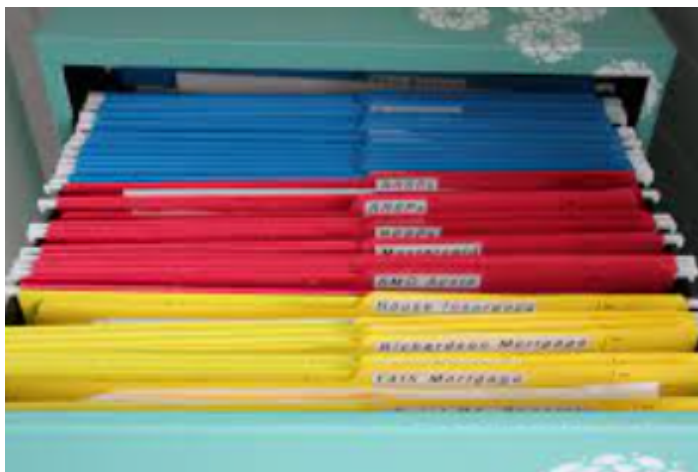
- A lower piece of furniture, such as a console, can act as a surface for your printer and copier, keeping them off of your desk.
- To create another work surface, consider placing a simulated stone or marble material like Corian on top of your file cabinets or bookshelves.

#5 Uncluttered Space

To maintain focus and productivity

- Clear your desktop at the end of each day so you have a clean space when you begin the next day. Having your workspace clear of visual distraction makes it easier for your brain to focus, and allows you to be more creative.

You will be more productive and motivated
To get stuff done.



To find items more easily and faster, color code your files by category, with each category having its own color. For instance, keep your invoicing in a green folder, green being the color in money!

A clean and organized work space will fill you with positive energy and will maximize your time and energy to do things that matter.

#6 Keep Boundaries

Avoid distractions to stay focused

As much as we love them, family members can be disruptive. Young ones need your attention and entertainment. You won't get your required work done during office hours when there are a lot of distractions from people at home.

To get everyone on the same page, hold a family session to establish schedules or to let them know when you're not to be disturbed. It's all about communication.

If you have young children at home, consider these classes that will teach them self esteem as well as many other good personality traits. <https://www.dancingjaguarinspirations.com/>

Close your office door and add a visual cue, such as a fun sign, to your office door to give your family notice that you're not available. Hang a white board where everyone can write down their questions, which you can answer when you become available.



Spouses may need your input on household matters or even work-related issues. Set times for household discussions.

Set up break times so you can interact with your children to deter them from wanting to pop in at random times.

Establish boundaries for your work hours and honor yourself by giving yourself time off to recharge

#7 Self Care

Recharge to work at your best

Being at home can make you feel a bit casual, and you might not want to project that image when you're holding professional virtual meetings.

Keep the same schedule you used to have when working in the office to stay in the “work” mindset. Shower and get dressed at the same time you used to; that'll help lift your spirits and rev you up to get to work. It will also help you feel better about yourself, because we usually feel better when we look better.



If it's break time or if you're feeling cooped up, take a walk with your kids or dog.

Get enough rest—the usual 8 hours—so you'll feel fresh every morning.

Create a morning routine, whether it's working out, meditating, or listening to music.

Also remember to schedule time to relax and zone out.



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#7 Self Care

Recharge to work at your best

To be more productive you may consider organizing your day with the Pomodoro Technique.

With this system is taking a large task you need to get done and break it into smaller pieces.

- Select one segment to work on
- Set a time for 25 minutes.
- During that time focus and work hard on that one piece.
- When the timer goes off set it again for 5 minutes.
- Take a 5 minute break
- Repeat



August/Augosto 2020	September/Septiembre 2020	October/Octubre 2020	November/Noviembre 2020
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Aug 31: 19 Day Aug 19: First Grading Period Starts Aug 20: First Grading Period Ends Aug 21: Second Grading Period Starts Aug 22: Second Grading Period Ends	Sept 7: Labor Day Sept 19: First Grading Period Starts Sept 20: First Grading Period Ends Sept 21: Second Grading Period Starts Sept 22: Second Grading Period Ends	Oct 12: Rosh Hashanah Oct 13: Yom Kippur Oct 14: Sukkot Oct 15: Sukkot Oct 16: Sukkot Oct 17: Sukkot Oct 18: Sukkot Oct 19: Sukkot Oct 20: Sukkot Oct 21: Sukkot Oct 22: Sukkot Oct 23: Sukkot Oct 24: Sukkot Oct 25: Sukkot Oct 26: Sukkot Oct 27: Sukkot Oct 28: Sukkot Oct 29: Sukkot Oct 30: Sukkot Oct 31: Sukkot	Nov 2: Thanksgiving Nov 15: Thanksgiving Nov 22: Thanksgiving Nov 23: Thanksgiving Nov 24: Thanksgiving Nov 25: Thanksgiving Nov 26: Thanksgiving Nov 27: Thanksgiving Nov 28: Thanksgiving Nov 29: Thanksgiving Nov 30: Thanksgiving

December/Diciembre 2020	January/Enero 2021	February/Febrero 2021	March/Marzo 2021
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Dec 18: Third Grading Period Starts Dec 21: Winter Break Dec 27: Spring Break	Jan 4: Good Friday Jan 5: Fourth Grading Period Starts Jan 10: MLK Day	Feb 11: Presidents Day Feb 12: Presidents Day Feb 13: Presidents Day Feb 14: Presidents Day Feb 15: Presidents Day Feb 16: Presidents Day Feb 17: Presidents Day Feb 18: Presidents Day Feb 19: Presidents Day Feb 20: Presidents Day Feb 21: Presidents Day Feb 22: Presidents Day Feb 23: Presidents Day Feb 24: Presidents Day Feb 25: Presidents Day Feb 26: Presidents Day Feb 27: Presidents Day Feb 28: Presidents Day Feb 29: Presidents Day	Mar 15-19: Spring Break

April/Abril 2021	May/Mayo 2021	June/Junio 2021	July/Julio 2021
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Apr 5: Good Friday Apr 7: First Grading Period Starts Apr 10: First Grading Period Ends Apr 13: Second Grading Period Starts Apr 16: Second Grading Period Ends Apr 19: Third Grading Period Starts Apr 22: Third Grading Period Ends Apr 25: Fourth Grading Period Starts Apr 28: Fourth Grading Period Ends	May 1: Memorial Day May 10: Last Day of OSHA May 20: South Grading Period Starts May 23: South Grading Period Ends May 26: South Grading Period Ends May 27: Memorial Day May 31: Memorial Day	Jun 1: Juneteenth Jun 14: Juneteenth Jun 15: Juneteenth Jun 16: Juneteenth Jun 17: Juneteenth Jun 18: Juneteenth Jun 19: Juneteenth Jun 20: Juneteenth Jun 21: Juneteenth Jun 22: Juneteenth Jun 23: Juneteenth Jun 24: Juneteenth Jun 25: Juneteenth Jun 26: Juneteenth Jun 27: Juneteenth Jun 28: Juneteenth Jun 29: Juneteenth Jun 30: Juneteenth	Jul 1: Independence Day Jul 4: Independence Day Jul 5: Independence Day Jul 6: Independence Day Jul 7: Independence Day Jul 8: Independence Day Jul 9: Independence Day Jul 10: Independence Day Jul 11: Independence Day Jul 12: Independence Day Jul 13: Independence Day Jul 14: Independence Day Jul 15: Independence Day Jul 16: Independence Day Jul 17: Independence Day Jul 18: Independence Day Jul 19: Independence Day Jul 20: Independence Day Jul 21: Independence Day Jul 22: Independence Day Jul 23: Independence Day Jul 24: Independence Day Jul 25: Independence Day Jul 26: Independence Day Jul 27: Independence Day Jul 28: Independence Day Jul 29: Independence Day Jul 30: Independence Day Jul 31: Independence Day

Block time not only for your work, but also for your personal endeavors, such as family time, workout time, relaxation time, or an enriching hobby or study

Another part of self-care is to avoid the temptation of indulging in long hours in your home office, where your projects are always accessible. Set regular work hours as you did when you worked in an office.

Schedule a time to start work, a time to stop work, and breaks in between. The more you work, the less productive you'll be.

We all need a place to retreat. Maybe you can relax in a lounge chair or in your bathtub, where you can soak off any stress.



Honor your time off to recharge.

I hope these hacks will help you work better, live better, feel better, and, most importantly, be more productive.

The ideas I shared in this guide helped to paint the possibilities and perhaps even inspired you to consider implementing some of them in your routine, in your home, and for yourself.

If you still haven't created an ideal home office space, you may need help to find space in your existing home.

Maybe you have a spouse who needs a space to work and maybe even a few children who need places to focus on their schooling.

And because so many activities now take place in our homes, you may be considering creating other spaces, such as a space for outdoor living and cooking, a gym area, or even a media room.

If you need help rearranging and creating a great work space, play space, and living space for you and your family...

Here's how I can help you...

Let's have a chat:

Let's chat:

Send me an email to arrange a 30-minute complimentary call to explore how we can improve your space. You might be surprised at how much space and ease of living you can find in your current home. Or give me a call 775-527-7590



What's Next

Check out the Property Optimizer:

The Property Optimizer can help you maximize your space to get the most out of your investment. It's ideal if you're thinking about opening up walls, changing the front of a home, or creating new spaces or spaces for new use: <https://stressfreeremodeling.com/HomeOptimizer>

For more inspiration:

I invite you to listen to my podcast **Stress-Free Remodeling** <https://apple.co/3gcbTIm>

For non iTunes listeners:

<https://bit.ly/3djaAPo>

In the podcast, I discuss lifestyle topics and introduce experts from fields in the building industry to help you understand all aspects of remodeling. I'd love it if you'd subscribe, download, rate and leave a quick review.

I invite you to share your thoughts in the **Stress-Free Remodeling Exchange** Facebook group, where I provide current design and building trends and where members share their remodeling ideas, plans, wins, experiences and resources.

Facebook link: <https://bit.ly/3vZmFRa>

For guidance through all of your changes, grab my #1 bestselling book: **The Homeowner's Guide to Stress-Free Remodeling** available on Amazon: <https://amzn.to/3sR2d21>

To your...

Productive Home Office and Wonderful Home! 12



As a licensed Architect, Interior Designer and LEED certified, Emma's 25 year career has included working with international architectural and interior design firms in New York, Europe and Los Angeles. Her experience includes projects ranging from residential and commercial to 5 star luxury resort hotels, including the Hilton Hawaiian Village in Honolulu, the Four Seasons and Mandalay Bay in Las Vegas, and the Pan Pacific Convention Center in Vancouver, BC.

Her private architectural practice is focused on residential projects.



About Emma Auriemma-McKay

After working on her own remodels for sale, she recognized how the skill of seeing potential in every property as she can as an architect can be very useful for realtors to sell homes. That's why she created the program **Strategies That Sell More Homes** to teach realtors how to see hidden value to increase the salability and marketability of a property and sell the home faster for maximum profits.

Experiencing the challenges of remodeling first hand, Emma realized how important it is for homeowners to have the support and guidance when they do their home remodel.

That's how her #1 best-selling book "**Homeowner's Guide to Stress-Free Remodeling**" and the creation of the innovative online video tutorial, **The Ultimate Stress-Free Remodeling Blueprint** came about. She also hosts a podcast about home remodeling called **Stress-Free Remodeling**.

These resources offer people the support to prepare them to work with their architect, avoid mistakes and have a smoother, and more budget-friendly path to a successful home remodel.